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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

Advertisement No. : USAID/15-03

Position Title : Project Management Specialist (Education)

Opening Date : April 22, 2015

Closing Date : May 13, 2015

Number of Positions : One (1)

Office : Office of Partnerships for Innovation (PI)

Grade : FSN-10

Location : The position is based at New Delhi.

Working Hours : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

Education:

Completion of a Bachelor's Degree or equivalent formal education in education, economic and social sciences, business administration, or another field relevant to the position is required.

Experience:

Minimum five years of experience in managing, developing education sector programs is required.

Duties:

The Project Management Specialist (Education) is primarily responsible to identify, develop, describe, and implement programs/projects/activities in the area of education, with a special focus on strengthening the early grade reading abilities of primary school-age children. Programs developed and managed are designed to improve the reading ability of young students in underserved areas in India. Working closely with the Senior Education Program Specialist and Education and Female Empowerment Team Leader, the Education Specialist will assist the PI Office on all matters related to the Mission's interest and involvement in the education sector, with a specific focus on early grade reading and with a lesser but equally important focus on female empowerment and gender equality.

The Specialist plays a key role in the full range of advisory, information-gathering, analytical, technical, managerial and representational services related to the education sector. S/he independently manages several education activities, and is responsible for providing management and technical direction to contractors and grantees to ensure that the activity is responsive to the terms and conditions appearing in the relevant USAID agreements, as well as the needs and expectations of project clients. The incumbent is expected to exercise initiative and independent judgment in the management of these activities.

S/he also represents USAID/India in national and international forums related to the education sector and maintains middle to senior level contacts with a range of U.S. Government (USG) officials, representatives of the Government of India and international donor organizations, and professional staff of local and international non-governmental organizations (NGOs) and universities. The work includes serving as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) for USAID programs/projects/activities implemented by contract, Cooperative Agreement, or grant, participating in the design of programs/projects/activities, and the evaluation of ongoing programs, advising on best practices, participating in technical working groups, and helping to strategically integrate the Office's basic education activities to align with USAID/India's Country Development Cooperation Strategy and other USAID/Washington led initiatives.

The incumbent reports to the USPSC Development Advisor, Pi Office or his/her designee. Broadly, the incumbent's responsibilities include:

a. Education Program/Project Management

The Specialist serves as COR/AOR and/or Activity Manager for selected Implementing Partners (IPs), coordinates them to facilitate implementation in a wide variety of circumstances, ensures high-quality results are being provided in accordance with Mission standards, and following best practices and procedures in the many urban sites supported by managed activities; monitors and evaluates managed programs/projects/activities through site visits, reporting, and trends analysis; works in close collaboration with the other Specialists in the Mission to avoid overlap with other programs/projects/activities; facilitates the development of IP work plans and Performance Management Plans (PMPs), and coordinates preparations for IP portfolio reviews; and, participates in the review of annual, semi-annual, and quarterly IP reports, and requests or participates in the preparation of other reports as needed. The assignment requires regular site visits and other travel to priority areas where projects are implemented; in addition, the Specialist coordinates VIP and other TDYs related to personally managed and Office-wide activities, as required.

b. Technical Advice and Advocacy

The Specialist works with colleagues and superiors in the Office, the Office of Program Support, and with other Technical Offices to strengthen USAID strategic and programmatic directions, and the Office's ability to address managed programs/projects/activities, with special emphasis on implementing best practices in early grade reading; assists senior USG, Mission, and Office staff in representing USAID to IPs, Non-Governmental Organization (NGOs), Government of India (GOI) agencies, and other national and international groups

and bodies, in order to develop effective and sustainable strategies for implementing early grade reading programs. The Specialist collaborates with other Office members in the preparation and presentation of deliverables, and assists in monitoring Mission and USG progress toward meeting overall Mission objectives.

c. Other Duties

The Specialist maintains close contact with and engages in technical and policy dialogue as appropriate with staff and senior representatives of international organizations and missions, the GOI, NGOs and foreign donors in the sector. S/he assures effective coordination of USAID-funded activities with those of other donors working with the GOI and other non-governmental organizations, USAID/Washington, and the U.S. Embassy. As appropriate, develops, nurtures and sustains close collaborative, professional relationships with middle to senior level GOI central, state and district/municipal level officials, counterparts in other multi-lateral donor organizations like the World Bank and the European Community, international organizations such as UNICEF and DFID, as well as other appropriate parties in U.S. and domestic NGOs and corporate philanthropic foundations, and leading education research institutions; represents USAID at donor and other international forums on education and youth employment issues; mentors Project Management Specialists, Project Management Assistants, and other administrative personnel, and backstops other PI staff members on the Education Team.

Language:

Fluency (Level IV) in English proficiency is required.

Knowledge:

Required job knowledge should include:

In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching problems of managing activities in widely differing education contexts in India and the problems and policies in India, from the political and social perspectives; good working knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities; knowledge and understanding of the organization and respective roles of the different levels of the GOI, both at the Central and State levels, and the role of mandated units within each level, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans; should have a wide range of contacts in the Education Sector in India – Government, NGO, International agencies and donors.

Skills and Abilities:

Required skills and abilities should include:

Ability to plan, organize, manage, and evaluate program/project activities; excellent verbal and written communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior and middle-level GOI and State officials, and with public and private organizations, such as primary USAID technical

contacts in the development area (verbal communication skills are also used to explain and interpret GOI attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, IPs, counterparts, and peers, excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers; good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans); ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters; strong presentation skills; and good computer skills in order to manage assigned activities and to achieve set goals and achievements, both technical and financial.

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the advertisement number and position title in Column 1 of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.